

California Housing Finance Agency

Job Opportunity

Management Services Technician

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| Salary Range | \$2331-3201 |
| Final File Date | Open until filled |
| Division | Homeownership Division, Special Projects Unit |
| Specific Location | 12 th & L Streets, Downtown Sacramento |
| Tenure & Time base | Permanent & Full-time |
| Number of Positions | One |
| Questions? | Contact Lisa Bixler at 916-322-1948 or lbixler@calhfa.ca.gov. California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922. |
| Who Should Apply | Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application. |
| How to Apply | Submit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify that you are interested in position #101 on your application. |
| Duties | <p>Under the supervision of the Housing Finance Officer and the lead of the Housing Finance Associate (Homeownership Special Programs), the Management Services Technician is a key administrative position in assisting with the facilitation of locality programs that are vital to the success of achieving homeownership by first-time homebuyers. The incumbent performs technical statistical reporting and tracking, of the Affordable Housing Partnership Program (AHPP). This position requires the ability to multi-task in coordinating the review of program documents, tracking reviews, communicating with localities, lenders and Agency staff regarding the status of the programs. Duties include:</p> <p><u>Essential Functions:</u></p> <p>80% Assist in the facilitation and processing of the Affordable Housing Partnership Program (AHPP) subordinate loan documents and/or resale restrictions, Leasehold/Land Trust programs, Below Market Rate (BMR) programs and Inclusionary Housing/Zoning Ordinances for approval by the Agency's staff counsel and contract Bond Counsel. Set up file folders and make copies of appropriate program documents for mailing via email or mail service to staff counsel and Bond Counsel. Assist with the preparation and maintenance of working files, spreadsheets and databases for the Housing Finance Assistance (SF) Underwriter(s) usage on all approved, denied and pending AHPP/Resale Restriction, Leasehold/Land Trust, BMR and Inclusionary Housing/Zoning Ordinance programs. Assist with the tracking, updating and maintenance of AHPP databases (Monthly Master, All Sub-Programs and Pending AHPP). Perform daily report audit for AHPP. Compare data input against approved list. Call and work with lenders to determine correct information and programs and make changes in the computer to the borrower's loan reservation. Assist in proof reading and comparisons of new program documents and/or changes to existing program documents for compliance with Tax Act. Assist in the preparation, updating and maintenance of monthly program reports and lists for use by Supervisor or Specialist in Monthly Business Plan and other meetings. Assist in preparation of AHPP statistics for Homeownership Staff Meetings. Assist in the coordination with Webmaster on the update and revisions to the AHPP list displayed on the Agency's web site.</p> <p>10% Assist with the maintenance of the Homeownership Program Library and all manuals, bulletins and forms. Keep individual Homeownership Program Bulletin binders updated for the Homeownership Special Programs Chief, Manager of Homeownership Special Programs, Homeownership Special Programs Specialist and Homeownership Special Programs Associate. Maintain the chronological letter binders for AHPP and the Homeownership Special Programs Associate.</p> |

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

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| | <div>5% Assist with the preparation and distribution of the Calendar, Fiscal Year and Mid-Year statistics for the Homeownership and Special Programs senior staff.</div> <div><u>Marginal Functions:</u></div> <div>5% Perform other duties as assigned by the Homeownership Special Programs Officer, Homeownership Special Programs Specialist and Homeownership Special Programs Associate.</div> |
| 8/10/2006 | |